

🔊 Job Opening: Planning Specialist

We are hiring for the position of Planning Specialist at our Head Office in Sector 48, Gurgaon.

Job Title: Planning Specialist – ISO Certification Operations

Location: Gurgaon (Work from Office)

Department: Operations / Planning

Compensation: ₹5 – 6 LPA (CTC), based on qualifications and experience.

About SIS Certifications

SIS Certifications Pvt. Ltd. is one of the leading ISO certification bodies, accredited by IAS (USA) and UAF, operating in more than 50 countries with over 10,000 clients. We are recognized for our commitment to quality, integrity, and ethical certification practices, serving global clients across industries such as manufacturing, IT, logistics, healthcare, and education.

Role Overview

We are seeking a Planning Specialist who will play a crucial role in managing and coordinating the complete audit planning and execution cycle for management system certifications.

We Do Not Sell, We Certify!

This role requires strong coordination, communication, and organizational skills to ensure that audits are scheduled, executed, and completed smoothly while maintaining compliance with accreditation and internal requirements.

Key Responsibilities -

- Review the applications received from clients and verify completeness of information for audit planning.
- Identify and assign qualified auditors from the approved auditor list based on scope, competency, and location.
- Coordinate with clients and auditors to schedule audit dates and finalize travel or remote arrangements.
- Ensure that all audit-related documents and agreements are signed and maintained before the audit.
- Track and follow up for non-conformities or observations, ensuring timely closure of all findings.
- Liaise with internal departments such as Technical Review, Quality, and Certification to ensure timely file completion and certification issuance.
- Manage planning activities for Initial, Surveillance, and Recertification audits according to the certification cycle.
- Maintain accurate records in the CRM or audit management system for each client.
- Support the continuous improvement of audit coordination and planning processes.

Required Skills and Qualifications -

- Bachelor's degree in Business Administration, Management, or related field.
- 2–5 years of experience in operations, audit coordination, planning, or client servicing (experience in ISO certification body preferred).
- Strong communication and interpersonal skills for handling client and auditor coordination.
- Excellent organizational skills with attention to detail and multitasking ability.
- Basic understanding of management system standards (ISO 9001, 14001, 45001, etc.) is an advantage.
- Proficiency in MS Office and familiarity with CRM tools.

Work Mode

Full-time | Work from Office (Gurgaon)

What We Offer

- Exposure to global certification projects.
- Professional growth in a compliance-driven and international work environment.
- Collaborative culture emphasizing ethics, efficiency, and continuous learning.

📍 Location: SIS Certifications Pvt. Ltd., Sector 48, Gurgaon
(Head Office)

If you or someone you know fits this profile, please reach out
or share the resume with us.

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